

# Warren County School District

Buildings and Grounds Services  
185 Hospital Drive • North Warren, PA 16365  
Ph: 814/723-6900 ext. 2157 • Fax: 814/723-7548

---

May 20, 2005

City of Warren  
318 Third Avenue West  
Warren, PA 16365

Dear Mr. Nelles:

The Physical Plant and Facilities Committee of the Warren County School District will meet on June 21, 2005 at 6:00pm in the Curwen Building located at 185 Hospital Drive, North Warren, in Conference Room #1. One of the agenda items involves discussion on re-zoning issues concerning Home Street, Jefferson, and Market Street Elementary Schools.

It would be most helpful if you would direct the city's zoning officer to attend this meeting to present the zoning parameters and to answer questions from Board members. As I understand it, the Committee would like to explore the feasibility of zoning changes for all three properties in order to augment their values.

Thank you in advance for your cooperation.

Sincerely,



Norbert J. Kennerknecht, Ph.D.  
Director of Buildings and Grounds Services

NJK/jla

cc: John Grant  
Jacki Nuttall  
File

## **GUIDE FOR ZONING AMENDMENTS**

Requests for a change in zoning for any area within the corporate limits of Warren, Pennsylvania should first be submitted to the Office of Zoning Administration for administrative action and payment of fees prior to formal presentation to the Planning Commission. The Planning Commission will receive your formal request at a regular meeting and will report their recommendations to the City Council.

Normal procedure will require about forty-five (45) days for review, including necessary public hearings. Applicant should plan to attend meetings to explain request.

The attached forms are provided to aid applicants in preparing their requests.

### **REMEMBER:**

1. The zoning request must include the proper legal description of the property being considered for rezoning.
2. A copy of the County Assessment map showing the property referred to in this application and all streets, lots, and parcels of land within 200 feet of subject property.

In the interest of the development of the City, the Zoning Officer is agreeable to informal meetings with developers to discuss zoning proposals. Such discussions are to provide guidance on preparation of actual requests and will not constitute approval (implied or actual).

Attachment: Application form  
Property Owners form

**FEE: \$300.00, PAYABLE TO "The City of Warren"**

CITY OF WARREN, PENNSYLVANIA  
FORMAL APPLICATION TO PLANNING COMMISSION  
FOR CHANGE IN ZONING

Date of Application \_\_\_\_\_ Case Number \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_

Is applicant the owner, lessee, or other of the property proposed for zoning amendment to the Zoning Ordinance: \_\_\_\_\_.

Location of property where change is requested, described according to subdivision plat filed at the County Courthouse or City tax rolls: Lot(s) \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Deed to this property is recorded in County Clerk's Office :

Volume: \_\_\_\_\_ Page: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Property is situated along the \_\_\_\_\_ (N., S., E., W.) side of \_\_\_\_\_ (Street).

Approximately \_\_\_\_\_ feet \_\_\_\_\_ (N., S., E., W.) of the intersection of \_\_\_\_\_  
(Street) with \_\_\_\_\_ (Street).

Are there deed restrictions that would prohibit business use? \_\_\_\_\_ Other use? \_\_\_\_\_

Current Zoning District \_\_\_\_\_ Proposed Zoning District \_\_\_\_\_

Reasons for requesting change of zoning: (Please list all proposed activities) \_\_\_\_\_

---

---

---

Will off-street parking be required / provided? \_\_\_\_\_

I, the undersigned owner, lessee, or \_\_\_\_\_, hereby request a zoning amendment to the City of Warren, Pennsylvania, Zoning Ordinance as follows. (In addition, I hereby consent to the posting of hearing notices on or adjacent to said property understanding that no undue damage will be incurred.) Attached are the following:

- I. Typed copy of the legal description of the property.
- II. A copy of the County Assessment map showing the property referred to in this application and all streets, lots, and parcels of land within 200 feet of subject property.

Certified by Applicant

---

O//Fire/CSO/Application